



TRANSPORTATION FINANCIAL ANALYST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex and responsible professional financial analysis and administration duties related to the Transportation Division including the CP/East Valley Light Rail Project; to provide complex staff assistance to the Transportation Manager and to the Light Rail Project Manager; to functionally supervise other professional and administrative support staff.

Supervision Received and Exercised:

Receives general direction from the department manager or division director.

Exercises functional and technical supervision over other professional and administrative support staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Perform complex financial analysis and financial administration work related to the Transportation program involving economic models, financial projections, and tracking routines. Prepare, administer and control the Department's operating and capital improvement budgets.
- Develop and administer cost accounting procedures that relate expenditures to specific cost areas in Transit Operations (Admin, Bus Operations, Transit Store, Marketing, Bus Stop/Bikeway Maintenance, Transit Property, Light Rail Admin, Transportation Systems & Planning & Project Review), Traffic Engineering, CP/East Valley Light Rail Project and the Transit capital improvement program.
- Supervise and perform extensive research for special projects utilizing federal grant funding (e.g. Federal Transit Administration Circulars, Single Audit requirements, Federal OMB guidelines & Governmental Accounting Standards & Principles).
- Create comprehensive financial reports related to the Transportation project funds, O&M costs, federal grants, leasing revenues, service revenues and accounts receivable; analyze

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these reports and records to determine trends or irregularities; supervise and prepare monthly, quarterly, and annual reports.

- Supervise and prepare, administer and monitor the federal grants for the Transportation program including the CP/East Valley Light Rail Project; coordinate budgetary input from various departments throughout the City; prepare and mail federal grant reimbursement requests on a quarterly basis; record & maintain financial records related to land acquisitions and parcel changes within the Light Rail corridor; confer and coordinate with Financial Services and Bond counsel on Transportation bonding issues; apply for and administer new and existing grants; prepare specialized Light Rail reports.
- Monitor and administer activities in the Transit Leased Properties account, including research of current lease rates, occupancy & vacancy status, operating and maintenance costs and property management oversight issues.
- Monitor and administer development and financial activities in the Bus Operations Program; provide annual National Transit Database (NTD) report to the Federal Transit Administration; coordinate with the Regional Public Transportation Authority regarding bus service contract & payment issues.
- Make presentations and answer financial questions from the Transportation Commission, Accountability & Governance Committee, Valley Metro Rail, External Auditors, Federal Transit Administration and the general public; attend, facilitate and speak at conferences and workshops.
- Functionally supervise other professional and administrative support staff members in the area of their financial, contractual, and/or cash handling duties.
- Act as final point of contact for all purchasing activities within Transportation; approve and monitor all requisitions for payments and purchases in the Department.
- Administer contracts related to the Bus operations, Light Rail Project and other projects as needed.
- Provide Transportation's Community Outreach group financial information for public and media relations including an annual Transportation O&M and Capital projects report.
- Prepare the Department's short and long-term financial planning goals; recommend and implement goals and objectives for special programs, projects and systems; establish schedules and methods for program operations; supervise the implementation of policies and procedures.
- Participate in the selection of financial staff; provide or coordinate staff training.
- Perform related duties as required.

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Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible professional administrative or program management experience in a public agency, of which three years must have included significant financial analysis and control. Some supervisory experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, real estate, public administration, business administration or a related field. A Master's degree is highly desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 6585

Salary Range: 40

FLSA: Exempt